



## JOB DESCRIPTION

### BEHAVIOUR SUPPORT WORKER

<b>School:</b>	Asquith Primary School
<b>Job Title:</b>	Behaviour Support Worker
<b>Grade:</b>	B3
<b>Conditions Of service</b>	NJC
<b>Responsible To</b>	Headteacher, Pastoral Welfare Manager and the SENDCo,

#### Job Purpose

*To work under the instruction and guidance of the SENDCo and Pastoral Welfare Manager. To support the teacher in addressing the needs of all specific pupils across school who need particular help with behaviour management to overcome barriers to learning. Establishing productive working relationships with pupils and acting as a role model. All the duties outlined are carried out under the direction and supervision of the SENDCo or Pastoral Welfare Manager.*

#### Responsibilities

##### Main Duties:

1. Provide levels of individual pastoral support to pupils including those with special needs, as directed by the SENDCo or Pastoral Support Manager.
2. Receive and supervise pupils excluded from, or otherwise not working to, a normal timetable.
3. Attend to pupils' personal needs and provide advice to assist in their social care, health and hygiene Development.
4. Support the assessment of pupils to determine those in need of particular help and support with their behaviour and/or social and emotional mental health.
5. Assist the teacher with the development and implementation of individual Education/ Behavioural/ Support/ Mentoring plans and behaviour management strategies.
6. Support the class teacher to develop one to one mentoring arrangements with pupils and provide support for distressed pupils.
7. Promote the speedy and effective transfer of pupils across phases and the integration of those who have been absent.
8. Provide information and advice to enable pupils to make choices about their own learning, behaviour and attendance.
9. Support the challenge and motivation of pupils, promoting and reinforcing self-esteem.



10. Provide feedback to pupils in relation to progress, achievements, behaviours and attendance.
11. Liaise with feeder schools and other relevant bodies to gather pupil information.
12. Support pupils' access to learning using appropriate strategies and resources.
13. Assist other staff in planning, evaluating and adjusting learning activities as appropriate.
14. Support the teacher monitoring and evaluation of pupil's responses and progress against action plans through observation and planned recording.
15. Provide objective and accurate feedback to other staff on pupil's achievement, progress and other matters as requested.
16. Assist with the gathering of information and updating of records and contribute to the review of systems or records, as directed by the teacher.
17. Develop good relationships with parents and carers, including exchanging information and facilitating their support for their child's attendance.
18. Assist with the development, implementation and monitoring of systems relating to attendance and integration.
19. Provide appropriate administration support e.g. phone calls; dealing with correspondence; compilation of data / information on attendance and exclusions.
20. Support the implementation of agreed learning activities and teaching programmes and adjust activities according to pupil responses and needs.
21. Be aware of, and appreciate, a range of activities, courses, organisations and individuals available to provide support for pupils to broaden and enrich their learning.
22. Prepare and use specialist equipment, plans and resources to support pupils.
23. Assist with the supervision of pupils on visits, trips and out of school activities as required.
24. Supervise and support pupils in out of school hours activities, as required. Please note: there may be a need on occasion work to outside of school hours and off school premises, as required by the school in order to facilitate this.
25. Communicate effectively with other agencies / professionals, in liaison with the teacher, to support achievement and progress of pupils.
26. Act as first response for incidents involving challenging behaviours across school which require additional support both within and outside the classroom environment.
27. To remain calm and be able to take appropriate action in a wide range of challenging situations without the need to seek guidance / support from others.



### **Generic responsibilities which would apply to all Job Descriptions at Asquith Primary School:**

- Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested.
- Be aware of and comply with school and Leeds City Council policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and Leeds City Council.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable. To participate in appraisal, training and development activities as necessary to ensure up to date knowledge and skills
- To improve own practice through observation, evaluation, discussion with colleagues and CPD programmes.
- To work collaboratively with colleagues, knowing when to seek help and advice.
- To attend and participate in relevant meetings as required.
- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

**The above duties outlined is not an exhaustive list and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Headteacher.**

### **Special Conditions of Service:**

- There is a requirement to submit to an enhanced Criminal Records Bureau background check
- Term time working, plus attendance at an additional 3 set INSET days each year
- There may be a need to occasionally work outside of school hours and off school premises, with any additional ad hoc hours required paid as overtime or time off in lieu.
- The school has a no smoking policy and staff members would be expected to abide by this

### **Note**

*This job description is not a contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.*

**Signature of Post holder:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Headteacher:** \_\_\_\_\_ **Date:** \_\_\_\_\_